



Welcome to the annual Fresh Fruit and Vegetable Program training for the 2012-2013 school year. Each LEA approved to operate the FFVP is required to view this training and submit proof of attendance. Personnel from the awarded schools are also strongly encouraged to view the training. Much of the information provided has been taken from the FFVP handbook, with page references included in the bottom corner of each slide.

## Proof of Attendance

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- Quiz
  - Answer while you watch!
- Completed, signed, dated
- FAX to Nicole Vance or Kim Loveland
  - 801-538-7883
  - **Due Friday May 4, 2012**



The proof of attendance will be a 10 question quiz that can be printed and filled out as you view this training. The quiz is included as part of the training packet that was sent by email. The packet can also be downloaded from the FFVP page on the CNP website.

(^) After viewing the training, the quiz needs to be signed, dated, and faxed to USOE attention Nicole Vance or Kim Loveland. Each participant must submit proof of training to operate the program. Training quizzes are due on Friday May 4.

# Overview

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- Introduction
- Program Requirements
- Budgets
- Claiming Process
- Important Dates
- Resources



This training will go over a program introduction; the program requirements; the budget that must be submitted to USOE; the FFVP claiming process; and some important dates and resources to remember. All the online resources given in this training are also included with as part of the handout, so you'll have them for future reference.

# Introduction to FFVP

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- Fresh fruits and vegetables for all children in participating schools
- Expand variety
- Increase consumption
- Make a difference



FFVP Handbook pg 1

The fresh fruit and vegetable program provides all children in participating schools with a variety of fresh fruits and vegetables as healthy snacks throughout the school day.

(^)The goals of the FFVP are to

- Expand the variety of fruits and vegetables children experience
- Increase children's fruit and vegetable consumption
- And to make a difference in children's diets to improve their present and future health

The FFVP is seen as a catalyst for change to combat childhood obesity by teaching children healthful eating habits. The FFVP also introduces school children to a variety of produce they might otherwise not experience.

(FFVP 1)

## FFVP in Utah

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- Funding increases every year!
  - 2012-2013: Utah will get \$2.2 million; 84 schools
- Schools selected based on:
  - Completed application
  - Priority to highest free/reduced
  - \$50-\$75 per student
- Awards are made by school, not by district



FFVP Handbook pg 4-6

The amount of money awarded to Utah has increased every year. This means the number of schools and students able to participate has also expanded.

For 2012-2013, Utah has been awarded \$2.3 million and 84 elementary schools throughout the state will be participating. The amount of money provided to the FFVP is expected to grow each year, so more students will benefit from the program.

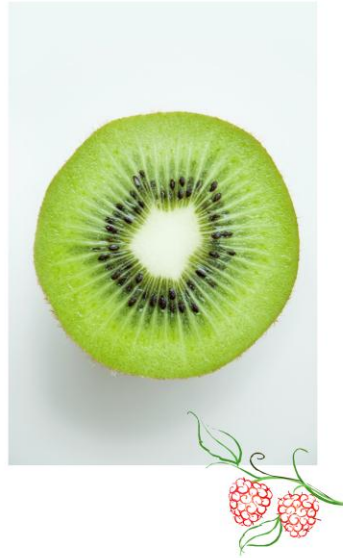
(^) Schools must apply for the program. We received a total of 112 applications. Priority is given to schools with the highest free and reduced price eligibility, so some schools could not be selected. Awards were then made based on the requirement that each school receive between \$50 and \$75 per student. We also considered program elements such as how many times per week the FFVP would be available, and how well the program had been managed if schools have participated before.

(^) Keep in mind that awards are made by school, not by district. Documentation and claiming must also be maintained by school.

(FFVP 4-6)

# Getting Started

- Budget for each school
  - Plan carefully to spend it all!
  - Notify the state office if adjustments are needed
- Update CNPweb
- Publicize!
  - Webpage, newsletter, lunch calendar, school faculty and administration



FFVP Handbook pg 7

There are some things each participating LEA will need to be aware of to start off the program.

(^) First, you will be required to submit a budget for each school on the program. The budget is a tool to estimate how the entire award will be spent. When you're working on the budget, please notify the state office if the award needs to be adjusted. We will go over the budget form and the rest of the training packet later in this training.

(^) Second, the site sheet in CNPweb for each awarded school will need to be updated with the details of FFVP participation. This information in CNPweb will serve as the agreement addendum.

(^) Third, you will want to publicize the fact that your school will be participating. Add a notice to the school newsletter, the lunch calendar, the school webpage, or have it mentioned in PTA and faculty meetings. Let everyone know that free fresh fruits and vegetables will be provided to all students in the school at no cost. One school has advised that speaking to school principals and teachers as much as possible before is a great way to get their support and create a successful program.

(FFVP 7)

## Who to Serve

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- All CHILDREN in participating schools
  - Any child *enrolled* in the school
  - Not given as reward or withheld for discipline



» Teachers *directly responsible* for serving students may participate  
» **NOT** intended for any other adults



FFVP Handbook pg 10

The FFVP is for all the children in the school.

(^) Any child who is enrolled in the school and who is present during the service of fruits and vegetables may participate. This includes children attending a child care center, Head Start Program, or split session kindergarten, as long as they are considered to be enrolled in the school.

(^) Fresh fruits and vegetables cannot be used as gifts or rewards, and may not be withheld from students for discipline.

(^) Teachers who are directly responsible for serving the fruits and vegetables to their students in a classroom setting may partake of the fruit or vegetable. Teachers who do participate with their students are strongly encouraged to include a nutrition education component to enhance their positive role modeling.

(^) The FFVP is not intended for other adults at the school, such as non-participating teachers, school administrators, community residents, or adults attending school functions. The FFVP is meant to benefit the students.

(FFVP 10)

## When to Serve



- During the school day
  - Never before or after school hours
  - Never during lunch or breakfast
- Each student must have access at least twice a week
- Operation begins as soon as new school year begins and lasts till the end of the year



FFVP Handbook pg 8,12

Fruits and vegetables may only be served during the school day. They may not be served before or after school, or during afterschool programs.

(^) The FFVP cannot replace foods that are part of the reimbursable school meal. This means it may not be served during the National School Lunch Program or School Breakfast Programs meal service periods.

(^) The FFVP must be offered a minimum of twice a week. Schools serving different grades each day must make sure each student receives the program at least twice a week.

Many schools serve fruits and vegetables at multiple times during the day or serve different grades each day of the week so different groups of students have more access to them.

(^) Schools should begin operating the FFVP as soon as the new school year begins, and go throughout the entire year. We want children to have access all year long. Program coordinators will have to budget carefully to make sure each school's award lasts throughout the entire year without spending more than has been awarded.

(FFVP 8, 12)



## Where to Serve

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- Easy for kids to reach and eat
- In the classroom
- In the hallways
- At kiosks through school
- In free vending machines
- With nutrition education



FFVP Handbook pg 12-13

Successful distribution areas for the FFVP are places where it's easy for kids to reach and eat the fruits and vegetables. Consider the grade level of the students, the time available to eat the fruits and vegetables, and the time needed for preparation, service, and clean up.

(^) Schools can offer the FFVP

- In the classroom
- In hallways
- At kiosks throughout the school
- In free vending machines
- Or as part of nutrition education activities

Many of Utah's FFVP schools have served their fruits and vegetables in the classroom, during mid-morning or afternoon. In other schools, classes come to the cafeteria and eat their fresh fruit or vegetable there.

(FFVP 12-13)

## Which Fruits & Vegetables

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- New and different!
- Enjoyed without additives or dips
- Slice and dice for easy service
- Try exotic fruits and vegetables that are not available locally



FFVP Handbook pg 14

One goal of the FFVP is to introduce children to new and different fruits and vegetables.

Children should be able to enjoy fruits and vegetables without additives or dips.

The produce should be presented in a way that it will be easily identified or recognized for what it is, but it may be sliced or diced into smaller pieces for easy service.

Schools are encouraged to purchase exotic fruits or vegetables that are not available locally or are not domestically grown. This is a great opportunity to expose students to fruits and vegetables they may have never heard of or seen before.

(FFVP 14)

# Which Fruits & Vegetables

- **FRESH** fruits and vegetables

- **NOT ALLOWED:**

- Processed or preserved fruits and vegetables
- Dip for fruit
- Snack type fruits (strips, drops, or leather)
- Jellied fruit
- Trail mix
- Nuts
- Cottage cheese



- Fruit or vegetable pizza
- Smoothies
- Fruit injected with flavorings
- Carbonated fruit
- Most non-food items (unless allowed administrative or operating costs)



FFVP Handbook pg 14-15

Remember, it is the “fresh” fruit and vegetable program, so the emphasis is on serving “fresh” fruits and vegetables.

(^) Certain food items are not allowed in the FFVP. These include

- Processed or preserved fruits and vegetables (i.e., canned, frozen, vacuum-packed, or dried products)
- Dip for fruit
- Snack type fruits, such as fruit strips, fruit drops, or fruit leather
- Jellied fruit
- Trail mix
- Nuts
- Cottage cheese
- Fruit or vegetable pizza
- Smoothies
- Fruit that has added flavorings including fruit that has been injected with flavorings
- Carbonated fruit
- And most other non-food items, except those allowed under administrative or operational costs.

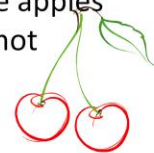
(FFVP 14-15)

## Which Fruits & Vegetables

- **FRESH** fruits and vegetables
- NOT ALLOWED:



- Fresh fruits and vegetables that are served with non-reimbursable foods *may not be claimed*, even if the non-reimbursable item is not claimed or purchased with FFVP money.
  - *i.e.*, if apples are served with caramel dip, those apples may not be claimed, even if the caramel dip is not included on the claim.



FFVP Handbook pg 14-15

Keep in mind that if fresh fruits and vegetables are served with any of these non-reimbursable items, those fruits and vegetables may not be claimed either. For example, if fresh apple slices are served along with a caramel dip, even if the caramel dip was not included on the claim and was not paid for with FFVP money, the apples may not be claimed.

(FFVP 14-15)

# Which Fruits & Vegetables

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## LIMITED ITEMS:

- Vegetable Dips: low-fat, yogurt-based, or other low-fat or non-fat dips
  - serving size of 1-2 tablespoons
  - no fruit dips are allowed
- Cooked fresh vegetables (not canned, frozen, or dried) no more than once a week
  - must include nutrition education



FFVP Handbook pg 15

There are two exceptions to the allowable costs. However, these exceptions are still limited.

(^) The first limit is for vegetable dips. If you choose to serve fresh vegetables with dip, the dip must be a low-fat, yogurt-based or another low-fat or non-fat dip. The amount given to students should a common “serving size,” which is 1 to 2 tablespoons.

Please note, no dips are allowed for fresh fruits.

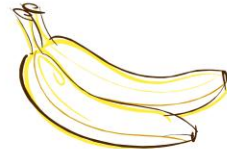
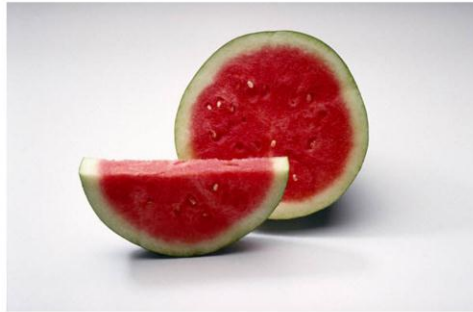
(^) The second limit is the service of cooked vegetables. Cooked fresh - not canned, frozen, or dried, but fresh - vegetables may be served up to once a week, and must always be part of a nutrition education lesson. This provides a chance to introduce students to vegetables that may be more appetizing in a different form.

Other than these two limited exceptions, all fruits and vegetables served as part of the FFVP must be fresh items.

(FFVP 15)

## Which Fruits & Vegetables

- Serve favorites and introduce new items
- Make them appealing, easy to grab
- Taste varieties (Bartlett, Bosc, Seckel pears)
- Sample sizes of new things



FFVP Handbook pg 16

Here are some suggestions to help you decide which fruits and vegetables to serve:

- Adjust your selection of fruits and vegetables to serve students' favorites, but continue to introduce new items.
- Be sure fruits and vegetables are appealing and easy to grab. Precut and portion them out if necessary
- Have children taste different varieties of fruits or vegetables, such as Bartlett, Bosc, and Seckel pears
- One goal of the FFVP is to expand students' experience of fruits and vegetables. Try "sample sizes" to introduce new items, allowing students to try a little bit at a time.

(FFVP 16)

# Be Creative!

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- Kids can be Food Explorers!



Find innovative and fun ways to encourage students to try different foods. Allow them to be Food Explorers! Students will enjoy learning about where a new fruit or vegetable comes from, what the growing plant looks like, how it's used in other countries, or the vitamins and minerals it provides and how they are used in the body. Games and trivia about fruits and vegetables can be found on the internet or from any of the resources included in the packet.

## Purchasing Fruits and Vegetables

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- Local grocery stores, farmers markets, farm-to-school, school gardens
- Geographic preference (for unprocessed local products)
- “Buy American” provision applies
- Produce purchased with FFVP funds is for FFVP only



FFVP Handbook pg 17-19

FFVP schools must follow proper procurement procedures. Many schools purchase fruits and vegetables from food wholesalers or brokers.

(^) Local grocery stores and farmer’s markets are good suppliers of fruits and vegetables, and might also be partners for nutrition education and promotion activities. Purchasing produce for the FFVP is also a great way to support farm-to-school efforts, or school gardens.

Geographic preference can also be used to procure unprocessed locally grown and raised products. The items must be fresh. Purchasing fresh produce that has been sliced and bagged is permissible, as long as the produce has not been frozen or dried

The “Buy American” requirement in the National School Lunch Program also applies to FFVP purchases. This means schools must purchase domestic products unless they are not manufactured in the United States or the price is much higher in the US than elsewhere. This allows schools to purchase some exciting fruits and vegetables that may be new to students.

(^) Remember, the produce that is purchased with FFVP funds is meant to be used in the FFVP only. It cannot be used as a replacement in the lunch or breakfast programs. (FFVP 17-19)



# Purchasing Fruits and Vegetables

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- Talk to your vendor!!!
  - Best flavor
  - Best price
  - Nutrition education
  - Budgeting the award!



One piece of advice from schools that have participated in the program before is to work very closely with your produce vendor. Your vendor can help select fruits and vegetables that are in season, getting them at the best flavor and for the best price. Some vendors can share information to use for nutrition education as well. A vendor may also be able to further process some items, cutting down on the labor required in the kitchen.

Many schools have also found it helpful to include the vendor in their budgeting plans. Schools have let their vendors know how much they want to spend each month and their vendors have been a great asset in keeping costs within that range. This way, your vendor can help with your plan to spend the full award by the end of the year.

# Purchasing Fruits and Vegetables

- What about leftovers?
  - May be used in school meals only to avoid waste
  - Do not sent home or give to teachers



- Seasonal Items Taste Best!
  - [www.nrdc.org](http://www.nrdc.org)
  - [www.fruitsandveggiesmorematters.org](http://www.fruitsandveggiesmorematters.org)



FFVP Handbook pg 18

As with any school meal program, plan to reduce waste. If you cannot easily use leftovers in the FFVP, you may use them in other school meal programs – but only to avoid wasting food. Plan to use the fruits and vegetables purchased with FFVP funds as part of the FFVP. Leftovers may not be sent home with students, teachers, or staff, and may not be given to faculty or staff during the day.

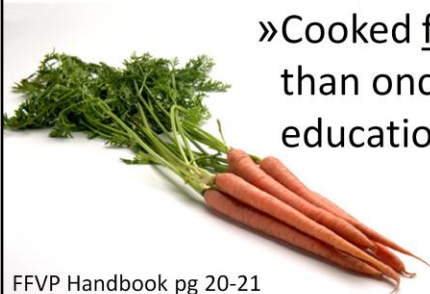
(^) One way to make sure fresh fruits and vegetables taste their best and are the most affordable is to serve them when they are in season. There are several websites with information about what is in season at any time during the year. Some links are included on the resources list in the packet.

(FFVP 18)

# Nutrition Education

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- Free resources and education materials
  - Team Nutrition
  - ChooseMyPlate.gov
  - Fruits and Veggies More Matters



»Cooked fresh vegetables no more than once a week with nutrition education



FFVP Handbook pg 20-21

For many children, the produce they see in school might be their first experience with fresh fruits and vegetables. That is why nutrition education is critical to this program's success.

Schools are encouraged to provide nutrition education whenever possible, and to develop activities that fit the students. Many free resources and education materials are available online from Team Nutrition, ChooseMyPlate.gov, or Fruits and Veggies More Matters. Links to each of these are provided on the resource list attached to the quiz. Some schools create their own trivia and activity sheets to go with each fruit or vegetable that's served.

Incorporate the students in nutrition education by inviting them to create fruit and vegetable themed posters to decorate their classrooms or serving areas. You can also include trivia and information on menus, school newsletters, or websites.

(^) Remember, no more than once a week, you can schedule to serve cooked fresh vegetables as long as it is in conjunction with classroom nutrition education activities

(FFVP 20-21)

## Reimbursable Costs

- Reimbursed for the cost of the program
  - Food
  - Materials
  - Labor
- Most of a school's FFVP funds must go toward purchasing fresh fruits and vegetables
  - Non-food costs will be limited to 25% of the total award and must be reasonable



FFVP Handbook pg 22-23

Now we will go over what may be claimed for reimbursement, and the claiming process, some information about the FFVP awards.

**(^)** The reimbursement for FFVP is different than for the lunch or breakfast programs.

Instead of counting meals, schools are given an award for the year and are reimbursed for the cost of running the program. The FFVP claim includes the costs of food, materials, and labor.

**(^)** Keep in mind that most of the school's FFVP funds must go toward purchasing fresh fruits and vegetables. All non-food costs must be carefully reviewed and deemed reasonable.

Proposed regulations indicate that in the future there may be a limit on the non-food costs that may be claimed. In order to prepare for that, this year we as a state will be limiting non-food costs to 25% of the total award. This will be discussed more in the coming slides.

(FFVP 22-23)

# Operating Costs

- Costs of running FFVP service
  - Acquiring, delivering, preparing, serving
- FFVP portion of:
  - Fruits, vegetables, low-fat or non-fat vegetable dip
  - Napkins, serving bowls, trash bags, etc.
  - Salaries of employees who wash, prepare, distribute
    - Labor costs must be minimal
    - Non food costs may not exceed 25% of the award



FFVP Handbook pg 22

FFVP costs are divided into two categories: operating costs and administrative costs.

(^) Operating costs are the costs of running your FFVP service. These are your documented expenses for acquiring, delivering, preparing, and serving fruits and vegetables.

(^) Operating costs include the FFVP portion of

- Buying fruits, vegetables, and low-fat or non-fat dip for vegetables.
- Nonfood items like napkins, serving bowls, trays, cleaning supplies, trash bags, etc.
- And the salaries and benefits for employees who wash, prepare, and distribute fresh fruits and vegetables. These labor costs should be kept to a minimum.

This year, the non-food costs such as dishes, utensils, and the labor listed here, will fall under the limit of 25% of the total award.

(FFVP 22)

## Administrative Costs



- Limited to **10%** Total Award
  - Planning the program, managing paperwork, obtaining equipment
  - Included as part of the 25% that may go toward non-food
- FFVP share of:
  - Purchase / lease equipment (fridges, carts, etc.)
  - Salaries of employees who compile and maintain claims, plan and write menus, order produce, track inventory



FFVP Handbook pg 23

Administrative costs are limited to 10% of your school's total FFVP award.

Administrative costs are the documented expenses you have for planning the program, managing the paperwork, obtaining necessary equipment, and all other aspects of the FFVP that are not related to the preparation and service of fruits and vegetables.

(^) Administrative costs include the FFVP share of:

- Purchasing or leasing equipment, such as refrigerators or carts.
- And the salaries and benefits for employees who compile and maintain claims, plan and write menus, order produce, track inventory, and coordinate nutrition promotion activities. Keep in mind that labor costs should be kept to a minimum.

This 10% limitation is a current federal requirement and will be included in the 25% limit on the funds that may go toward non-food costs.

(FFVP 23)

# Equipment

- Equipment requires written justification:
  - Must be submitted for review prior to purchase
  - Justification form included with budget
- Costs must be prorated if equipment will be used in other programs



FFVP Handbook pg 22



Schools may need to purchase some large equipment in order to administer the program. If schools purchase this type of equipment for the FFVP, they must provide written justification to support each purchase.

**(^)** Justification must be submitted and approved before the equipment is purchased. The justification should explain the need for additional equipment and why the current equipment is not sufficient for FFVP operations. A form for this and other information will be provided.

**(^)** It's possible that the equipment will be used for other programs as well. Equipment purchased with FFVP funds that will be used in other school feeding programs must be prorated among the other programs. The FFVP represents a small program and therefore the funds claimed under the FFVP should represent a smaller portion.

The state agency may require justification for other equipment purchases as well. Make sure that funds are spent on food and equipment that will only be used in the FFVP.

(FFVP 22)

## FFVP Claiming

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- On CNPweb with lunch and breakfast claim
  - Due on the 4<sup>th</sup> working day of the month
  - Site must be approved for FFVP
- Keep documentation of expenses



FFVP claims will be submitted through CNPweb with the lunch and breakfast claims for each site and are due on the 4<sup>th</sup> working day of each month.

The FFVP section of the claim form will only be available if the site is participating in the program.

Schools are required to keep documentation of the expenses they are claiming, such as produce invoices and employee hours. You will receive an Excel spreadsheet to help prepare the claim information. The spreadsheet can serve as the documentation for the claim submitted on CNPweb. An award tracking tool will also be provided to help schools track balance information, as well as the amount that has gone towards non-food costs. All of these documents will be reviewed shortly.



## FFVP Claiming

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- Claims may not exceed total award
  - Admin may not be more than 10%
  - Total non-food costs may not be more than 25%

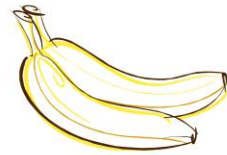


It is the LEA's responsibility to make sure the claim has been filled out correctly. Upon review, USOE will check the claim detail you maintain for allowable costs. The LEA is responsible for making sure claims do not exceed the amount of each school's total award, that administrative costs do not exceed 10% of the school's award, and that total non-food costs do not exceed 25% of the award. LEAs need to keep a copy of the monthly claim detail, including the claim documentation spreadsheet.

## Other FFVP Paperwork



- Helpful Hints
  - Submit claims on time
  - Maintain documentation
  - Ensure all claims are correct
  - Claim only FFVP costs
  - Keep records for 3 years plus the current year.
- Claim Checks!



FFVP Handbook pg 25-27

Participating in the FFVP requires reporting and record keeping similar to that for the National School Lunch Program.

Here are some key points to remember:

(^) Submit the monthly FFVP claim on time through CNPweb.

Maintain documentation for each month's claim, which could be the claim documentation spreadsheet.

Include only FFVP costs on the claim. You are responsible for ensuring that all claims are correct and appropriate.

Keep accurate FFVP records for 3 years plus the current year. This file should include invoices, monthly claims and documentation, and purchase order information.

(^) Throughout the school year, the state office may request that schools submit documentation of their claims. We are required to make sure only allowable costs receive reimbursement. For these requests, schools will need to submit documentation for the last claim submitted and it will be reviewed for allowable costs.

If the claim documentation spreadsheet is kept for each month, it may be submitted to fulfill the request. Schools are encouraged to use the spreadsheet that will be provided by the state. However, they may choose to maintain the required information in another format, which may also be submitted for review.

(FFVP 25-27)

## FFVP Awards

- Money is awarded by school
- **LEA is responsible for spending everything!**
  - The award should last the entire school year
  - Adjust service days and portion sizes if needed
  - Expenses beyond the award cannot be reimbursed
- **If an award cannot be spent, notify the state office!**



FFVP awards are made by school, not by district. Each school will have a different amount and is responsible for spending it during the school year.

(^) It is the LEA's responsibility to budget carefully and make sure that all the money awarded to each school is used up entirely. The award should be able to fund the program throughout the school year. Adjustments may be made to service days and portion sizes if money needs to be spent faster or slower. Any money spent that exceeds a school's award cannot be reimbursed by the state and will have to be paid for by the school or the district.

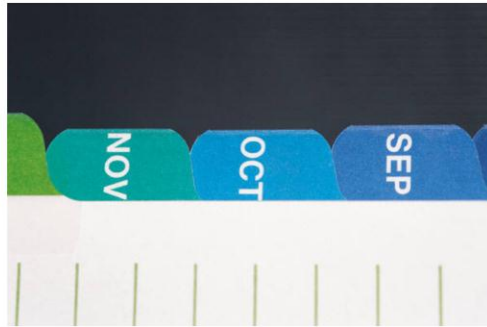
(^) If at any time during the year you determine a school will not be able to spend its entire award, you must notify the state office. In most cases we can transfer funds between schools in the same district, or to a school in a different district. It is our goal to spend all the money the state received.

Some advice for LEAs with multiple schools operating the FFVP, is to keep all purchasing and budget tracking under the responsibility of the district rather than the individual schools. One person at the district level is responsible for ordering, purchasing, and tracking expenses for the entire FFVP in that district, which helps keep expenses in check.

## FFVP Awards

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- 1<sup>st</sup> allotment: July 1 – Sept 30
- 2<sup>nd</sup> allotment: Oct 1 – June 30



Before we go over the budget sheet and other documents, please pay close attention to this information about the award.

**(^)** In school year 2012-2013, the FFVP award will be separated into two allotments, based on the federal fiscal year.

The first allotment is available from July 1, 2012 to September 30, 2012.

The second allotment is available from October 1, 2012 to June 30, 2013.

The budget sheet for each school has been set up to identify first and second allotment expenses.

## FFVP Awards

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- 1<sup>st</sup> allotment: July 1 – Sept 30
  - Set at 10% of the total award
  - Can be increased or decreased by request
  - *If not fully spent by submission of Sept claim, the unspent money will be lost*
  - If more than the 1<sup>st</sup> allotment is spent, the additional costs can be claimed later in the year
- 2<sup>nd</sup> allotment: Oct 1 – June 30



The first allotment has been initially set as 10% of the total award. This is based on the estimation that for most schools, the first allotment will only be used for approximately one month of the school year.

(^) The amount of the first allotment can be increased or decreased at the school's request if it is determined that more or less will be needed through September 30. As the budget is filled out, consider the start up costs that may be required for a school that is new to the program, or the approximate amounts that were spent in previous years for schools that have operated before. If more or less money is needed for the 1<sup>st</sup> allotment, notify the state office.

(^) It is very important to note that if a school does not spend the entire first allotment amount by September 30, or with the submission of the September claim, the unspent money will be lost.

(^) In the event that a school spends more than was available for the first allotment, the additional costs can be claimed later in the year. The school would just need to document that the items were purchased or served in one month, and claimed in another.

(^) The second allotment runs from October 1 to June 30 and will be equal to the amount of the award remaining after the 1<sup>st</sup> allotment has been taken out.

## FFVP Budgets

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- Submit a budget for each FFVP school
  - Estimate how award will be spent in each allotment
  - Demonstrate a plan to spend the full award
  - Notify the state office if changes are needed
  - Equipment justification form (if necessary)
- Budget sheets will be sent after training completed



The FFVP budget process is for schools to plan how to spend the full award. The budget will display both the first and second allotment for each school. The budget sheet will be shown in a few minutes.

LEAs will receive a budget sheet for each FFVP school. It will list the school's award for the year, divided into the two allotments. Fill out the school's estimated expenditures for food costs, other operating costs, and administrative costs, and return the budget to the state office.

(^) Keep in mind, the budget is only an estimate of how the award will be spent during the school year. It must be submitted to demonstrate the school has a plan to spend the entire award. It does not have to be followed exactly when the school is actually purchasing food and equipment. Remember, adjustments can be made to the total award or the 1<sup>st</sup> allotment at school's request. Just notify the state office.

(^) The budget sheet also has a form for equipment justification if a school is planning to purchase any equipment during the year.

Schools will need to plan carefully how to spend all the money and consider the amount of labor that will be required, and if any equipment will be necessary. If, when completing the budget, it is revealed the school will not be able to spend the entire award, notify the state office so adjustments can be made and a new budget sheet will be provided.

(^) Budget sheets will be sent to each LEA by email after this training has been completed and the quizzes have been received.

## Budget Reminders

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- LEA is responsible for tracking FFVP spending and spending each school's total award



- Balance updates provided during the year
  - Adjustments may be requested by the school, or required by the state office

The LEA is responsible for tracking FFVP spending during the year and making sure each school's total award is spent. The FFVP form includes an award tracking sheet schools can use to maintain balance information throughout the year as claims are submitted.

One suggestion to make sure each school spends its full award is to divide the school's total award by the number of months the program will run. This will give you an idea of about how much money will need to be spent each month. Be sure to make adjustments for start up costs or equipment if necessary.

**(^)** Periodically during the year, LEAs will receive notification of the remaining balance of each school's FFVP award. Schools can request adjustments at any time during the year. In the spring of 2013, adjustments may be required by the state office if a school fails to demonstrate the ability to spend its full award by the end of the school year.

# Training Packet

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- Budget
- Documentation for Claim
- Award Tracking
- Equipment Justification
- Tips and Hints
- Resources



Along with the link to this training, you should have received a training packet. This has examples of all the documents and spreadsheets that will be provided for schools on the program. This portion of the training will go over each part of the packet. We will start with the example of the budget sheet.




FFVP Budget SY 2012-13			
Operational Expenditures			
Operating Costs	1st Allotment (July 1 - Sept 30)	2nd Allotment (Oct 1 - June 30)	
<b>Total Fresh Fruit and Vegetable/Food Purchases</b> Estimate costs of fresh fruits and veggies. This includes value added services, such as pre-cut produce, ready-made produce trays, and delivery.	\$ 1,750.00	\$ -	
<b>Personnel Costs for Preparation and Service:</b> Salaries and benefits for employees who wash/chop produce, prepare trays, distribute to classrooms, clean up, etc. Maintain documentation of time.	\$ 200.00	\$ -	
<b>Small Supplies/Non-Fruit or Veggie Items:</b> Small supplies such as napkins, paper plates, utensils, cleaning supplies, trash bags, etc.; and non-fruit or veggies (such as low-fat vegetable dip).	\$ 250.00	\$ -	
<b>Total Operational Costs</b>	<b>\$ 2,200.00</b>	<b>\$ -</b>	
Administrative Costs			
Administrative Costs	1st Allotment (July 1 - Sept 30)	2nd Allotment (Oct 1 - June 30)	
Administrative costs are limited to 10% of the grant. Expenses for planning the program, managing paperwork, obtaining equipment, and other aspects of the FFVP not related to the production of fruits and vegetables.			
<b>Personnel Costs for Administration</b>			

SFAs will receive a spreadsheet entitled “FFVP Budget, Claim, Award Tracking” for each FFVP school. This will include the budget, the claim documentation, the award tracking, and the equipment justification form.

(^) Each part of the documentation is available under a different tab at the bottom of the screen.

(^) We will start with the “Budget” tab.

	A	B	C	D	E
2	District Name:				
3	School Name:				
4					
5	FFVP Budget SY 2012-13				
6					
7					
8	<b>Operational Expenditures</b>				
9	<b>Operating Costs</b> The costs of running your FFVP service. Documented expenses for acquiring, delivering, preparing, and serving fruits and vegetables.			1st Allotment (July 1 - Sept 30)	2nd Allotment (Oct 1 - June 30)
10	<b>Total Fresh Fruit and Vegetable Food Purchases</b> Estimate costs of fresh fruits and veggies. This includes value added services, such as pre-cut produce, ready-made produce trays, and delivery.			\$ -	\$ -
11	<b>Personnel Costs for Preparation and Service:</b> Salaries and benefits for employees who wash/chop produce, prepare trays, distribute to classrooms, clean up, etc. Maintain documentation of time.			\$ -	\$ -
12	<b>Small Supplies/Non-Fruit or Veggie Items:</b> Small supplies such as napkins, paper plates, utensils, cleaning supplies, trash bags, etc., and non-fruit or veggies (such as low-fat vegetable dip).			\$ -	\$ -
13	<b>Total Operational Costs</b>			\$ -	\$ -
14					
15	<b>Administrative Costs</b>				
16	<b>Administrative Costs</b> Administrative costs are limited to 10% of the grant. Expenses for planning the program, managing paperwork, obtaining equipment, and other aspects of the FFVP not related to preparation/service of fruits and vegetables.			1st Allotment (July 1 - Sept 30)	2nd Allotment (Oct 1 - June 30)
17	<b>Personnel Costs for Administration</b> Salaries and benefits for employees who compile claims, create menus, order produce, track inventory, etc. Maintain documentation of time.			\$ -	\$ -
18	<b>Durable Supplies/Equipment</b> Large equipment for FFVP must be approved by the state office prior to purchase. Equipment purchased with FFVP funds will be used in other programs must be prorated among the programs. Please also fill out the Equipment Justification Form.			\$ -	\$ -
19	<b>Total Administrative Costs</b>			\$ -	\$ -
20					
21	<b>TOTAL BUDGETED</b>			\$ -	\$ -
22	<b>Total Award</b> \$25,000.00			1st Allotment \$ 2,500.00	2nd Allotment \$ 22,500.00
23					
24					
25					
26	<b>(Over)/Under Budget</b>			\$ 2,500.00	\$ 22,500.00
27					



This is what the budget sheet looks like. You will receive one for each school via email. Again, this is a tool to determine the schools' needs for the FFVP and to plan how you will spend each school's entire award.

(^) Each school's total award will be listed in the green box.

(^) The first and second allotment amounts will be in the light blue boxes. Remember, the first allotment is the amount that will need to be claimed by September 30. Use this budget to plan how to spend that money, and determine if the amount needs to be increased or decreased.

(^) In the white boxes above, each school will need to divide up the award into operational and administrative expenses for both allotments. Each category has a description of the types of costs that can be counted. Make sure that most of the money goes toward fruit and vegetable purchases, and that start-up costs are considered. Remember to notify the state agency if the amount of the 1<sup>st</sup> allotment needs to be adjusted.

(^) As the budget sheet is filled out, the purple boxes will keep track of what still needs to be budgeted, or if more than the award has been budgeted.

# FFVP Budget Form

10					
11	TOTAL BUDGETED			\$ 2,500.00	\$ 5,900.00
12					
13	Total Award	\$ 25,000.00		1st Allotment	2nd Allotment
14				\$ 2,500.00	\$ 22,500.00
15					
16			(Over)/Under Budget	\$ -	\$ 16,600.00
17					
18	Budget Breakdown		Messages		
19	Fruits and Vegetables	7.00%	At least 75% of the award must go toward food purchases.		
20	Operational Labor & Supplies	1.80%			
21	Administrative	24.80%	Admin expenses may not exceed 10% of the total award.		
22	Total	33.60%			
23			Part of the award still needs to be budgeted		
24					

*Notify the state office if award adjustments need to be made!*



At the bottom of the budget page is a box that outlines the “budget breakdown.” Depending on the information that has been entered into the sheet, this section will alert you if too much or too little has been budgeted; or if too much money has been budgeted for non-food costs.

Once again, please use this budget to make sure the school can use the full award that has been provided. Notify the state office if the award or the 1<sup>st</sup> allotment needs to be adjusted to ensure funds are used completely.

13 FFVP Claim Documentation - working copy [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

D227 =Operating & Admin Cost!G455

1 MUST BE MAINTAINED FOR 3 YEARS PLUS THE CURRENT YEAR Page 1 of 3

2

3 FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)

4 DOCUMENTATION FOR CLAIM 2012-2013

5

6 Name of District 0

7

8 Name of School 0

9

10 GO TO MONTH: July August September October November December

11 January February March April May June

12

13

14 CLAIM INFORMATION:

15

16 Month/Year: July 2012

17

18 Number of Days of Operation in Report Month:

19

20 Program Expenses [Please itemize expenses in the charts on the following pages]:

21

22 Operating Costs: Food \$ -

23 (Fruits/Vegetables)

24 Operating Costs: Non-Food \$ -

25 (Personnel/Small supplies/Other)

26

27 Total Operating Costs \$ -

28 Instructions Budget Performance Report Fruit & Veg Expenditures Operating & Admin Cost Award Tracking Equipment

Next, we will go over the claim documentation tabs.

(^) There are a total of 3 that go into the claim: the Performance Report, the Fruit & Veg Expenditures, and the Operating & Admin costs.

(^) This claim documentation form has been designed to be used throughout the school year. There are links to jump to the section for each month of the year, so this single document can be used to record the claim information for one school for the duration of the school year.

CLAIM INFORMATION:	
Month/Year:	July 2012
Number of Days of Operation in Report Month:	0
Program Expenses (Please itemize expenses in the sheets on the following pages):	
Operating Costs: Food (Fruits/Vegetables)	\$ -
Operating Costs: Non-Food (Personnel/Small supplies/Other)	\$ -
Total Operating Costs	\$ -
Total Administrative Costs	\$ -
Total Claim	\$ -

The performance report sheet is a summary of the claim. The numbers that display in this spreadsheet will be determined by the information entered into the other claim sheets.

(^) You will need to fill in the number of days the FFVP was in operation for the month.

(^) Below that are spaces for each category of costs and the total amount of the claim. These boxes will be filled in automatically according to what is entered on the next pages.

(^) You will use the amounts of “Total Operating Costs” and “Total Administrative Costs” on this page to fill out the claim in CNPweb.





# FFVP Claiming Process

Meals / Milk Served	(A)	(B)	(C)	(D)	(E)
	Supper	Lunch	Breakfast	Snack	Special Milk
Program Expenses [Please itemize expenses in the charts on the following pages]:					
<b>Operating Costs: Food (Fruits/Vegetables)</b>				\$7,500.00	
<b>Operating Costs: Non-Food</b> (Personnel/Small supplies/Other)				\$500.00	
<b>Total Operating Costs</b>				\$8,000.00	
<b>Total Administrative Costs</b>				\$365.00	
<b>Total Claim</b>				\$8,365.00	

Fresh Fruit and Vegetable Program			
Description	Amount	Description	Amount
(13) Administrative Cost Amount	365.00	Days of Operation	15
(14) Operating Cost Amount	8,000.00		
(15) Total Claim Amount	8,365.00		

Schools approved to operate the FFVP will have an (^) FFVP section on their claim forms. The FFVP section of the claim can only be filled in for sites that have been approved to operate the program.

(^) You can use the Performance Report spreadsheet to determine the numbers for the claim. The amounts for (^) “Administrative Costs” and (^) “Operating Costs” would be listed on the first page of the claim documentation spreadsheet, as shown here. The total amount of the claim will be added up automatically. Once again, make sure you are pulling the numbers from the correct month on the spreadsheet so accurate information is submitted in the claim.

SFAs are responsible for keeping track of FFVP spending, and the amount of money that is remaining to be spent after each claim has been submitted.



13 FFVP Claim Documentation - working copy [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

E4 25000

3

4 School's Total Award: \$ 25,000.00

5

6 School Name

Month	Operational FRUIT & VEG	Operational NON-FRUIT & VEG	Administrative	Total Claimed
July	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -
January	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -
Totals:	\$ -	\$ -	\$ -	\$ -
% Total Award	0.00%	0.00%	0.00%	\$ 25,000.00

20

21 Remaining Balance

22

23

Instructions Budget Performance Report Fruit & Veg Expenditures Operating & Admin Cost Award Tracking Equipment

Ready 100%

The next tab in the spreadsheet is the (^) “Award Tracking” sheet. This will pull information from each month on the Performance Report and keep track of the each school’s remaining balance.

(^) The school’s total award is listed in the green box at the top. It’s important to note that if any adjustments are made to the school’s award during the year, this will need to be updated as well.

(^) When the claim tabs are filled out, the numbers will automatically be filled in here for each month. No additional data entry will be necessary.

(^) This form will also keep track of the percent of the award that has gone to each category of costs, and will display an error message if funds have not been spent appropriately.

13 FFVP Claim Documentation - working copy [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

G8

A B C D E F G H

4

5 FFVP Equipment Justification Form 2012-2013

6

**FFVP Equipment Costs**

If schools need to purchase equipment for the FFVP they must provide written justification to support the purchase and receive state agency approval prior to purchase. This applies to larger equipment purchases that would fall under "Administrative Costs" such as refrigerators, coolers, etc. For each piece of equipment the school is planning to purchase for the 2012-2013 school year, please answer the following questions. Additional information may be required at the time of purchase.

7

8 1. What piece(s) of equipment will be purchased?

9

10 2. Explain the need for the additional equipment, including why the current equipment is not sufficient for FFVP operations.

11

12 3. How many times per week will the FFVP be offered at this school?

13

14 4. How many times are deliveries received each week/month at this school?

15

16 5. Will this piece of equipment be used for other school feeding programs? If yes, which programs?

17

18 6. If equipment is purchased with FFVP funds and it will be used in other school feeding programs the cost of the equipment must be prorated among the programs. Please list how the cost will be prorated among applicable programs:

19 FFVP:

20 Lunch:

21 Breakfast:

22 After-School Snack:

23 Summer:

24 Special Milk:

25 Other (specify):

26

27

28

29

Budget Performance Report Fruit & Veg Expenditures Operating & Admin Cost Award Tracking **Equipment**

Ready 100%

The last tab is the (^) Equipment Justification form. Large equipment purchases made with FFVP money require written justification. The state agency must receive and approve the justification *before* the purchase is made. This form has space to answer the questions about large equipment purchases. If a school anticipates that equipment will be needed for the program, please submit a completed justification form along with the budget. When the equipment is purchased, additional information may be required. This form may also be submitted during the school year before a purchase is made.

# Training Packet

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- Tips and Hints
  - Great advice from other FFVP schools
  - Contact information for all SFAs on FFVP – great for networking!
- Resources
  - Useful websites, handbooks, links, etc.



There are a couple of other useful documents included in the training packet.

There are some tips, hints, and advice from schools that have been on the program before. These are suggestions you may want to consider putting into practice to make your program successful.

There is also a list of contact information for each SFA that is participating in the FFVP this year. Networking with other districts about what they have done and how they may have overcome obstacles is a great way to get your program up and running as smoothly as possible.

Finally, there is a list of useful websites, handbooks, and other links you can use to find seasonal produce, nutrition education materials, and program requirements.

## Contact Information

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- Have questions...?
- Nicole Vance
  - [Nicole.vance@schools.utah.gov](mailto:Nicole.vance@schools.utah.gov)
  - 801-538-7697
- Kim Loveland
  - [Kimberly.loveland@schools.utah.gov](mailto:Kimberly.loveland@schools.utah.gov)
  - 801-538-7562



If you have any questions about the FFVP, please contact Nicole Vance or Kim Loveland. Their contact information is included in the training packet.

## Proof of Attendance

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- Don't forget!
- Completed, signed, dated
- FAX to Nicole Vance or Kim Loveland at
  - 801-538-7883
  - **Due Friday May 4, 2012**



• **THANK YOU!**



Don't forget to fill out and submit the quiz as proof of attendance. It needs to be faxed to Nicole Vance or Kim Loveland by Friday May 4, 2012.

(^) Thank you for attending the annual FFVP training for the 2012-2013 school year.